

How to eFile your Resale of Goods renewal

Step 1 – Log in to your profile

Please note that you will only be able to renew your resale of goods certificate online if you received a resale certificate the prior year. 1st time applicants will be required to apply on paper.

• Enter your User Name and Password and select "Log In"

Enter your User Name and Password	
Enter your oser Name and Password	
User Name testaccountfive	
Log In	
Forgot your User Name or Password?	
First-time user? Register here	

<u>Step 2</u>

- On the menu bar, under "Online Services":
- Select "File my Return"



<u>Step 3</u>

- You should have two account number options-one is for your sales tax return, and the other is for your Resale of Goods Cert.
 - \circ $\;$ The resale of goods account will have an "R" in front of your regular sales tax account #.
- On the Resale of Goods account, select the year of the resale of goods certificate for which you are applying, then click "<u>Select</u>"

				Select your Accou	nt
8	Gelect your Ac	count Complete F	Return Submit Retu	Irn Application Completed	
١.				Account link to your Name	
	<u>Select</u>	Account 01003661	Year	Name TEST ACCOUNT FIVE 155 S SEWARD ST JUNEAU AK 99801	Category Sales Tax, Liquor, Room
	<u>Select</u>	R01003661	2018	TEST ACCOUNT FIVE 155 S SEWARD ST JUNEAU AK 99801	Resale of Goods Cert
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<u>Step 4</u>

- Select period 1 from the drop down box
- Notice your existing resale codes are not displayed.
 - If no changes to your codes are needed, simply click "Next / Calculate" at the bottom of the screen to proceed.
 - If you would like to change some or all of your codes, please make your request in the "Notes and Comments" field for review by CBJ Sales Tax staff.
- Click "Next / Calculate" to proceed

Ac	count Number	R01003661	Business Name	TEST ACCOUNT FIVE 155 S SEWARD ST JUNEAU AK 99801
Re	porting Period	Annual	Date	11/9/2018
Ре	riod Covered*		Due Date	1/31/2019
# 1 N	Resale Cards	its		
				Ĵ
	Clear	all the fields	Next / Cal	culate

<u>Step 5</u>

- Review any Notes and Comments you entered for accuracy.
- If all is correct, check the certification box and select "Submit Return"
- You will be quoted a balance due of \$10.00 on the following screen.

	Account Number	R01003661	Business Name	155 S SEWARD ST JUNEAU AK 99801
	Reporting Period Period Covered*	Annual 1	Date Due Date	11/9/2018 1/31/2019
# Resale C	ards Comments		Ç	
clare subjec	t to the penalties pres the bes	cribed in the City and Boro	ugh of Juneau ordinances that lief is a true, correct, and com	t this return has been examined by n plete return.

Step 6 – Balance Due

PRINT THIS SCREEN for your confirmation of filing. You will NOT receive an email confirmation of your application..

- Review your balance due
- You may choose to "Pay Now" or "Pay Later"
 - Select "Pay Later" if you want to mail your resale renewal payment.
 - Please include a screen print of this page with your mailed payment and note "Resale Renewal" on your check memo.
 - Select "Pay Now" if you want to remit payment electronically.
 - Then follow the procedures titled "Making a Payment".

Account Number R01003661		155 S SEWARI ST JUNEAU AK 99801)
Reporting Annual Period Covered* 1		Date	11/9/2018
Penda covereu 1		Due Dute	1/51/2019
Total Values			
Total Tax Due	\$10.00		
Late Filing Fee	\$0.00		
Late Payment Penalty	\$0.00		
Interest	\$0.00		
Total Discount	\$0.00		
Credit on Account	\$0.00		
Total Deposit	\$0.00		
Total Period Balance	\$10.00		
Pay Later		Pay Now	

• If your sales tax account is in full compliance, your new resale of goods certificate will be mailed the last week of December.